

# Summary of Changes

USMEPCOM Regulation 350-1, 19 December 2001  
Training  
Command Training Program

This revision has no new policy; it has administrative changes only. Changes include—

- Incorporating the interim message change of 2 August 2000 (throughout).
- Changing the first sergeant position title to senior enlisted advisor (throughout).
- Changing the signature authority on DD Form 1610 for AG32 funds (par. 1-10g(1)).
- Adding two courses to the courses authorized use of AG32 funds (par. 1-10h).
- Updating file number 350-37a to 350-41b for individual training files (par. 1-13d(2)).
- Clarifying individual physical-fitness testing recording procedures for Navy (par. 2-7a(2)).
- Changing name of New First Sergeants Course to Senior Enlisted Advisors Orientation (table 1-1 and par. B-3).

DEPARTMENT OF DEFENSE  
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation  
No. 350-1

19 December 2001

**Effective:** 18 January 2002

**Training**  
**COMMAND TRAINING PROGRAM**

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FOR THE COMMANDER:

OFFICIAL:

MAURICE BUCHANAN  
Colonel, USA  
Deputy Commander/Chief of Staff

/SIGNED/  
MICHAEL P. LIECHTY  
Major, USAF  
Command Executive Officer

DISTRIBUTION:  
A (Electronic distribution only)

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**Summary.** This regulation prescribes policy and procedures to manage and conduct training for United States Military Entrance Processing Command (USMEPCOM) personnel. Previous changes have been incorporated in this revision.

**Applicability.** This regulation applies to military and civilian personnel assigned or attached to USMEPCOM.

**Supplementation.** Supplementation to this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

**Management control process.** This regulation contains management control provisions and identifies key management controls that must be evaluated.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM, Human Resources, Training Division (MHR-TR). Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MHR-TR, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

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\*This regulation supersedes USMEPCOM Reg 350-1, 2 August 2000.

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## Glossary

## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation provides policy and guidance for the Command Training Program. The Command Training Program includes mission training, personal and professional development, and physical-fitness training for military and civilian personnel assigned to the United States Military Entrance Processing Command (USMEPCOM).

#### **1-2. References**

References are listed in appendix A.

#### **1-3. Abbreviations and terms**

Abbreviations and terms used in this regulation are explained in the glossary.

#### **1-4. USMEPCOM training strategy**

USMEPCOM training strategy incorporates the “crawl, walk, run” guidance. Training includes—

- a. Initial orientation programs and crosswalks to introduce newly assigned personnel to their new positions and the USMEPCOM organization.
- b. Staff assistant visits (SAVs) and selected training courses and workshops programmed throughout the year. Training workshops provide an opportunity for command leadership to train on issues affecting the mission of the military entrance processing station (MEPS).
- c. Distance learning (DL) methods for positions identified throughout the command that are not included in scheduled training orientations, courses, conferences, or workshops.

#### **1-5. Responsibilities**

- a. The Commander, Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) will publish command training policy and guidance for multilevel training needs.
- b. The Director, Human Resources, will—
  - (1) Establish and conduct the Command Training Program.
  - (2) Appoint an officer as the USMEPCOM Training Officer.
  - (3) Ensure training is included in the USMEPCOM Master Planning Calendar.
  - (4) Maintain a liaison with each service and civilian-training agency.
  - (5) Develop training guidance.
  - (6) Develop and implement an evaluation and measurement system for command-sponsored training.
  - (7) Manage the centralized training budget for command-sponsored training.
  - (8) Disseminate information from service schools, as it becomes available.

(9) Update mission-essential qualification standards (MEQS) handbooks.

(10) Manage the USMEPCOM DL program and coordinate with HQ USMEPCOM directors on training-method development.

c. The Director, Operations, HQ USMEPCOM, will—

(1) In coordination with the Recruiting Services and MHR-TR, schedule a USMEPCOM Training Day each quarter.

(2) In coordination with MHR-TR, schedule, coordinate, and conduct the Operations Group Leaders Course, National Operations Workshop, New Test Control Officer (TCO)/Assistant TCO Course, New Education Services Specialist (ESS) Course, and Education Services Specialist Workshop. Course and workshop proponents will prepare an after-action review (AAR) after completing each course and workshop and provide a copy to MHR-TR.

(3) Develop standards to evaluate scheduled training events and programs.

d. The Director, Resource Management, in coordination with MHR-TR, will schedule, coordinate, and conduct the Supply Technician (Tech) Workshop and the Budget Technician (BT) Workshop. Workshop proponents will prepare an AAR for each workshop and provide a copy to MHR-TR.

e. The Command Surgeon in coordination with MHR-TR, will budget, schedule, coordinate, and conduct the Chief Medical Officer/Noncommissioned Officer in Charge (CMO/NCOIC) Conference and the New Medical NCOIC Course each year. Conference and course proponents will prepare an AAR for each conference and course and provide a copy to MHR-TR.

f. Sector commanders will—

(1) Implement mission-related training and team building, ensure accomplishment of professional development according to applicable Service directives, and monitor and evaluate MEPS training programs.

(2) Appoint a sector training coordinator.

(3) Budget for training programs for military and civilian personnel assigned to their sectors.

(4) Support the professional military education (PME) program.

(5) Sign USMEPCOM Form 350-1-1 (Certificate of Athletic Achievement) for MEPS commanders and personnel assigned to their sectors.

(6) Submit a consolidated, monthly projected PME program school attendee list from each MEPS to HQ USMEPCOM, MHR-TR, by the 15th of each month.

(7) Prepare and award the USMEPCOM Form 350-1-6 (Certificate of Training) for each individual who completes the course.

g. MEPS commanders will—

(1) Develop and conduct a MEPS training program.

(2) Appoint a MEPS training coordinator.

- (3) Conduct monthly training meetings to assess future training needs.
  - (4) Inform sector headquarters of their training needs including budget allocations.
  - (5) Provide reference material for career development for military and civilian employees.
  - (6) Publish annual MEPS training guidance and quarterly training schedules.
  - (7) Ensure mission training is completed by assigned military personnel according to the MEQS handbooks.
  - (8) Use crosswalks to train newly assigned personnel when appropriate. Crosswalk training should be within the MEPS cluster.
  - (9) Ensure military personnel have the opportunity to attend professional development training and take Service-required promotion tests and Service-related correspondence courses according to this regulation and applicable Service directives.
  - (10) Support military personnel efforts to meet physical-fitness training and testing requirements and Service-established height and weight standards according to this regulation and applicable Service directives.
  - (11) Ensure civilian personnel have the opportunity to attend career-development courses.
  - (12) Ensure military and civilian personnel are aware of Government and commercial training opportunities available in the local area.
  - (13) Ensure military personnel are properly trained to meet reenlistment requirements.
  - (14) Ensure training course completion documents for military and civilian personnel are forwarded to the appropriate administrative support center.
  - (15) Identify and coordinate school quota requirements for military according to their Service timelines.
  - (16) Maintain USMEPCOM Form 350-1-4-R-E (Record of Individual Training) for each person assigned to the MEPS.
- h. Senior enlisted advisors and training coordinators will—
- (1) Assist the commander in assessing the training needs of the organization.
  - (2) Assist the commander in planning, executing, and documenting training.
  - (3) Maintain and review training records quarterly.
  - (4) Maintain the appropriate physical-fitness test scorecard for each military member.
  - (5) Monitor and guide the unit physical-fitness program.
  - (6) Monitor the professional development of assigned personnel.

(7) Submit a list of attendees for the PME program monthly to sector headquarters by the 1st of each month (figure 1-1).

(a) List individuals currently in schools or who have confirmed dates for schools.

(b) List Army promotable E-4 and E-5 soldiers who have not attended the Primary Leadership Development Course (PLDC) or the Basic Noncommissioned Officer Course (BNCOC).

(c) File the PME program report for the current and previous months.

(8) Maintain a list of servicing organizations points of contact and telephone numbers.

i. First-line supervisors will—

(1) Be responsible for the day-to-day training of their assigned personnel.

(2) Maintain current copies of MEQS handbooks and ensure military personnel complete the applicable MEQS-handbook training.

(3) Conduct quarterly performance counseling and periodic progress reviews to ensure personnel understand and follow guidance.

(4) Conduct cross-training within the MEPS.

j. Military members will—

(1) Be responsible for their personal PME program and career development and for completing the training and testing requirements of their military Service.

(2) Complete Service-required physical screening and examinations before participating in personal physical-fitness testing and unit physical-fitness training.

(3) Maintain at least the minimum required physical conditioning to successfully complete their physical-fitness test, perform their assigned duties, and present a professional military appearance.

k. Civilian supervisors are responsible for civilian-employee career development according to Army Regulation (AR) 690-400 (Total Army Performance Evaluation System), chapter 4.

#### **1-6. HQ USMEPCOM training goals**

Training goals support the USMEPCOM mission and provide guidance for the multilevel training needs of USMEPCOM by—

a. Conducting organizational, individual, and command-sponsored training needs assessments.

b. Developing an evaluation system for the command-sponsored training program.

c. Establishing a priority for command-sponsored training in the budget.

#### **1-7. Categories of training**

**a. Mission training.** Mission training is technical- and skills-based for day-to-day activities in support of the USMEPCOM accession mission. Mission training begins with on-the-job training and the MEQS handbook training program. Handbooks for training are:

- (1) USMEPCOM Handbook 350-1-1 (Medical)
- (2) USMEPCOM Handbook 350-1-2 (MIRS)
- (3) USMEPCOM Handbook 350-1-3 (Operations)
- (4) USMEPCOM Handbook 350-1-4 (Testing)
- (5) USMEPCOM Handbook 350-1-5 (Support)

**b. On-going training.** On-going training includes: student/enlistment Armed Services Vocational Aptitude Battery (ASVAB)/Computerized Adaptive Testing-Armed Forces Vocational Aptitude Battery (CATASVAB) tests, medical exams, background screening checks, enlistment contracts, meals and lodging, and transportation. Each MEPS must have mission training in its training guidance. Each section in the MEPS must document at least 1 hour of training per week for at least one of the listed on-going training topics.

**c. Refresher training.** Refresher training helps individuals maintain proficiency for successful duty performance. Refresher training also provides training when new procedures are introduced.

**d. Remedial training.** Follow-on training provides remedial training in areas identified by the USMEPCOM Commander's Inspection Program (CIP) or by inspector general and SAV findings as being weak areas.

**e. Cross-training.** Cross-training provides training in other job areas within the MEPS or office to help fill empty positions. Cross-training will be conducted locally and at no cost to the Government.

**f. Crosswalks.** Crosswalks provide job training to improve performance and allow information sharing between MEPSs. Crosswalks also provide newly assigned personnel the opportunity to train with a more experienced employee in another MEPS. Crosswalks may require temporary duty (TDY). Crosswalks should be no longer than 2 days with an overnight stay and be within the same MEPS cluster if possible.

**Note:** Chief medical officers may have up to 3 days and 2 overnights for crosswalks with prior approval from the sector surgeon.

**g. Team-building training.** Team-building training provides an essential element in mission accomplishment and should be included as part of the training guidance.

**h. Supervisory training.** Military and civilian personnel who supervise three or more civilian employees must undergo a formal training program within 6 months of assuming supervisory duties. Commanders will contact their servicing civilian personnel office (CPO) to obtain further guidance on how to schedule the civilian supervision course on-line.

**i. Physical-fitness training.** Physical-fitness training is different for each service. More information on physical-fitness for USMEPCOM personnel is in this regulation, chapter 2.

## **1-8. Personal and professional development**

Personal and professional development for military members includes the required PME program courses listed in this regulation, appendix C, and in applicable Service directives.



**1-9. Quota allocation and management**

Each Service manages a separate quota allocation system, however, all Services limit the number of allocations for PME program courses. Commanders, senior enlisted advisors, and supervisors must ensure that the assigned allocations are used and that personnel receive notification of class dates and attend scheduled courses.

**Note:** Senior enlisted advisors must verify that all military personnel meet the course standards for height and weight and for the physical-fitness tests 20 to 30 days before the starting date of the school or course. For Army personnel, the senior enlisted advisor will sign the soldier's DA Form 705 (para. 2-7a(1)) and Department of the Army (DA) Form 5500-R (Body Fat Content Worksheet (Male)) or DA Form 5501-R (Body Fat Content Worksheet (Female)), where necessary, and forward a copy to the sector command sergeant major before the soldier reports to the school.

**1-10. Funding information on AG32 funds**

AG32 funds are budgeted funds for professional development training for military personnel assigned to USMEPCOM.

**a. Army.** AG32 funds support attendance at Combined Arms and Services Staff School (CAS3) (for those who have not completed CAS3 during Phase II of the Officer's Advanced Course), First-Sergeant Course, Advanced Noncommissioned Officer Course (ANCOC), BNCOC, PLDC, and Medical Noncommissioned Course.

**b. Navy.** Naval personnel attending the required Leadership Training Continuum (LTC) Course will get administrative support and funding from the local Navy Recruiting District (NRD) per Navy Recruiting Command Letter, 1000 Ser 014/000512, 23 July 1996. MEPS commanders must coordinate budget projections with the NRD commander. The MEPS senior enlisted advisor/training coordinator will regularly contact the NRD to coordinate scheduling for required Navy courses.

**c. Air Force.** The Air Force will fund airmen attending Airman Leadership School (ALS), Noncommissioned Officer Academy (NCOA), Senior Noncommissioned Officer Academy (SNCOA), and Squadron Officer School (SOS) courses. The servicing military personnel flight (MPF) will provide the training allocation notice and fund-cite information.

**d. Marine Corps.** The Marine Corps will fund Marine Corps members attending NCO and staff noncommissioned officer (SNCO) courses. The supporting inspector/instructor staff (I-I staff) has appropriation data for these courses.

**e. Coast Guard.** The Coast Guard will fund required PME program for Coast Guard personnel.

**f. All Services.** Military personnel are encouraged to participate in their Service PME programs. When practical, supervisors will allocate time during the duty day to allow military personnel to complete correspondence courses and prepare for and complete required Service qualification and promotion testing. Personnel selected to attend resident PME program courses will not be denied attendance because of operational commitments.

(1) Unless specifically directed by their parent Service, military personnel will complete required qualification and promotion testing.

(2) Military members scheduled for a resident PME program course who refuse to attend may be barred from future PME program courses while assigned to USMEPCOM.

(3) Requests for cancellation of a school quota or submission of an alternate candidate will normally not be favorably considered if the request is made fewer than 20 days prior to the class starting date except for the following circumstances:

- (a) Serious illness or injury of primary candidate or member of his or her family.
- (b) Permanent change of station (PCS) or discharge of candidate.
- (c) Candidate pending administrative or legal action.
- (d) Pregnancy.
- (e) Failure of physical-fitness test (PFT).
- (f) Medical profile.

(4) The Joint Federal Travel Regulation authorizes 2 travel days for attending in-residence schools: 1 travel day to get to the school and 1 travel day to return to the duty station. Military members must request leave in conjunction with TDY or be given a weekend pass (at the discretion of the MEPS commander) if requesting to leave for school early to ensure the military member is covered en route to and from the school.

(5) Military members are encouraged to participate in their Service-sponsored correspondence programs.

**g. Requesting AG32 funds.** AG32 funds are managed by HQ USMEPCOM, MHR-TR. MEPSs requiring AG32 funds, including TDY in conjunction with PCS for Army personnel, will follow the procedures below:

(1) The requesting MEPS will complete Department of Defense (DD) Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), blocks 1 through 18 and blocks 21 and 22, ensuring block 17 is signed by the MEPS and block 18 is signed by their sector command sergeant major. Fax the completed DD 1610 to HQ USMEPCOM, MHR-TR (commercial fax: (847) 688-3786).

(2) MHR-TR will authorize funds and forward DD Form 1610 to HQ USMEPCOM, Resource Management (MRM-PB-FS), for the accounting citation.

(3) Resource Management will fax a completed DD Form 1610 back to the MEPS.

(4) The MEPS training officer will ensure the traveler submits a DD Form 1351-2 (Travel Voucher or Subvoucher) within 5 working days of the conclusion of the TDY and forwards a copy of the settled voucher to the HQ USMEPCOM, MRM-PB-FS.

**h. Authorized uses for AG32 funds.**

(1) CAS3, First Sergeants Course, Command and General Staff Officer Course, ANCOC, BNCOC, and PLDC.

(2) Master Fitness School, Postal School, Drill Sergeant School, Supply and Legal Courses.

(3) Personnel Command-directed schools when military member leaves USMEPCOM on a PCS.

(4) Other courses approved by HQ USMEPCOM, MHR-TR.

**1-11. Prevention of sexual harassment and equal employment opportunity training**

Commanders will ensure semi-annual prevention of sexual harassment (POSH) and annual equal employment opportunity training is conducted for all personnel.

**1-12. Civilian training**

Commanders and their subordinate supervisors are responsible for managing employee training through the development of a training strategy for each functional area. Servicing civilian personnel activities (CPAs) will provide assistance for planning and securing training as appropriate. Commanders and supervisors will contact the servicing CPA to determine the level of support available, training courses available for USMEPCOM personnel, and the administrative requirements of the civilian training program. HQ USMEPCOM directors will be responsible for the Executive Development Program applicable to their assigned employees. The USMEPCOM Civilian Personnel Office maintains overall responsibility for providing advice and assistance command-wide in addition to the advice and assistance provided to individual subordinate activities by local servicing CPAs.

**1-13. Training documentation**

a. USMEPCOM will use USMEPCOM Form 350-1-R-E (Unit Training Schedule) to document unit quarterly training. USMEPCOM Form 350-1-R-E will help commanders plan their training programs.

b. Commanders will document their annual training plan on USMEPCOM Form 350-1-5-R-E (Annual Training Plan). The training officer will—

(1) Post quarterly training schedules on USMEPCOM Form 350-1-5-R-E to unit bulletin boards at least 4 weeks before training.

(2) Maintain lesson plans and attendance rosters. (File number 350-1d. Disposition: Destroy after 2 years.)

c. Military and civilian participants will use USMEPCOM Form 350-1-4-R-E (Record of Individual Training) to document their training accomplishments. The training officer will file USMEPCOM Form 350-1-4-R-E in the individual's training folder. For military members, commanders will keep USMEPCOM Form 350-1-4-R-E in the individual's training folder for the duration of their tour; for civilian employees, until they leave the command.

d. The following is a list of documents needed in unit and individual training folders:

**(1) Unit training file.**

(a) USMEPCOM Form 350-1-5-R-E and USMEPCOM Form 350-1-R-E.

(b) DA Form 11-2-R (Management Control Evaluation Certification Statement).

(c) PME program reports.

**(2) Individual training file.** (File under file number 350-41b. Disposition: Upon transfer or separation, forward those specified by AR 600-8-104 with the MPRJ and destroy the reminder.) (See par. 1-12e below for more instructions.)

(a) USMEPCOM Form 350-1-4-R-E.

(b) For Army, Marine Corps, and Air Force personnel, their fitness-test scorecard; and for Navy personnel, keep a copy of the "Risk Assessment Questionnaire Sheet" (see par. 2-7).

(c) MEQS progress summary sheet and certification sheets.

(d) USMEPCOM Form 350-1-3-R-E (Run/Walk for Your Life Program-Entry Request) and USMEPCOM Form 350-1-2-R-E or USMEPCOM Form 350-1-7-R-E (Fitness for Your Life Program-Entry Request) as appropriate, and USMEPCOM Form 350-1-8-R-E for military and civilian personnel if enrolled.

(e) Inprocessing sheet, training certificates, educational records, and crosswalks as required by the local command.

e. The senior enlisted advisor/training coordinator will give the entire training file to the military member when the military member completes his or her tour at USMEPCOM.

#### **1-14. Master planning calendar**

a. MHR-TR coordinates and develops the master planning calendar each year and ensures training is included in the calendar. The master planning calendar (MPC) is developed with input from directorate training representatives, special staff, and sector training representatives. At this time the required training events are planned accordingly (table 1-1) and the results are staffed and submitted for Command Group approval. Although the MPC is approved, the Command-sponsored training events on the MPC remain subject to the Program and Budget Advisory Committee (PBAC) approval process.

b. MHR-TR reserves the right to schedule quarterly calendar update meetings as necessary to make changes to the approved calendar. Training representative for each directorate, special staff office, and sector will attend the quarterly calendar review.

#### **1-15. Management control evaluation checklist**

MEPS personnel will use the management control evaluation checklist to manage key management controls (see app. E). Personnel will use DA Form 11-2-R to document management control evaluations.

<b>Table 1-1 Required master planning calendar events</b>		
<b>PROPONENT</b>	<b>EVENT</b>	<b>FREQUENCY</b>
MOP	Joint Accession Group	Two times a year
	Accession Oversight Council (AOC)	Each quarter
	Mission Days	Monthly
	Saturday Openings	As needed
	USMEPCOM Training Days	Every 3 months
	Non-Processing and Holidays	As needed
	Extended Support	Monthly
	National Operations Officers Workshop	Each year
	Operations Group Leaders Course	Each year
	Education Service Specialist Workshop	Every 2 years
	New ESS Course	Each year
	Strategic Planning	Every 3 months
	Reception Center Commanders Conference	Each year
	Senior Enlisted Advisors Orientation	Two times a year
MHR	National Training Workshop	Each year
	Master Planning Calendar Review	Every 3 months

<b>Table 1-1 Required master planning calendar events – continued</b>		
<b>PROPONENT</b>	<b>EVENT</b>	<b>FREQUENCY</b>
MRM	Program Budget Advisory Committee	As needed
	Command Logistics Evaluation and Assistance Program	As needed
	Manpower Survey	As needed
	Budget Technician Workshop	Every 2 years
	Supply Technician Workshop	Every 2 years
MJC	Continuity of Operations Plan Test Exercise	Each year
MIM	Computer Specialist Workshop	Each year
MEEO/EO	Equal Opportunity Forum	Two times a year
MFA	Relocating of MEPS	As needed
	Grand Openings of MEPS	As needed
MCPO	Labor Relations Seminar	As needed
	Nominations due to HQ for Civilian of the Year	Each year
	Civilian of the Year Board	Each year
MMD	CMO/NCOIC Conference	Each year
	New Medical NCOIC Course	Two times a year
MHC	Organizational Day	Each year
	Newcomer's MEPS Visit	3 times a year
Sectors	Staff Assistance Visit	As needed
	Climate Assistance	As needed
	Cluster Meetings (with location)	Each year
	Sector Training Workshop (with location)	Each year
	Sector Change of Command	As needed
	HQ Organization Day	Each year
	New Commanders Orientation	As needed
	Midlevel Interservice Recruiting Committee	Two times a year
MSEA	Quality of Life Meeting	Two times a year
	Military Member of the Year Board	Each year

(Use appropriate letterhead)

Office Symbol (350-1d)

Date

MEMORANDUM FOR COMMANDER, USMEPCOM, ATTN: MHR-TR, 2834 GREEN BAY ROAD,  
NORTH CHICAGO, IL 60064-3094

THROUGH: COMMANDER, (YOUR SECTOR)

SUBJECT: Professional Military Education (PME) Program List

The following individuals are projected to attend a PME program course or need to be scheduled for PME program course:

<b>Name/ SSN</b>	<b>Grade/ Service</b>	<b>MEPS</b>	<b>School/ Location</b>	<b>Report Date</b>	<b>Grad Date</b>	<b>Height/Weight PT Score/Date</b>
Smith, Sue 000-11-2222	PO2 USN	Boston	NAVLEAD Great Lakes, IL	15 Jun 98	15 Jul 98	68in/120lbs 190-Good/3 May 98
Doe, John 111-22-333	Sgt USAF	Los Angeles	ALS Ft Sam Houston, TX	15 Jul 98	9 Jul 98	71in/155lbs Pass/7 May 98
Jones, Jane 123-45-6789	GySgt USMC	Pittsburgh	SNCOAC El Toro, CA	1 Aug 98	19 Sep 98	64in/145lbs 285/5 Sep 98
Snuffy, Joe 9897-65-4321	SSG USA	Chicago	ANCOC Ft Jackson, SC	1 Nov 98	11 Dec 98	69in/145lbs 300/1 Aug 98
Johnson, Fred 000-11-2222	SGT USA	Butte	BNCOC Ft Jackson	Schedule		72in/175lbs 245/1 Oct 98
Williams, Bill 121-21-1212	SGT USA	Miami	Master Fitness Fort Campbell	21 Mar 99	2 Apr 99	70in/165lbs 275/17 Jan 99

Point of contact and phone number.

FOR THE COMMANDER:

DANNY L. GREENLEAF  
1SG, USA  
Senior Enlisted Advisor

**Figure 1-1. Sample PME program report of individuals attending school  
or needing to be scheduled**

**Chapter 2****Physical Fitness and Weight Management for USMEPCOM Personnel****2-1. Requirements**

a. Military personnel must maintain a high level of physical fitness, and comply with their services weight requirements. Commanders will allow, within mission constraints, military personnel to perform physical-fitness training during duty hours three times per week. Commanders may schedule and conduct organized physical-fitness training.

b. The requirement for training three times per week provides a baseline for physical fitness. Commanders will encourage individual participation in off-duty fitness programs.

c. Commanders must provide military personnel with facilities to conduct physical-fitness training. Commanders will use no-cost facilities when near a military base or an in-house facility. If no-cost facilities are not available, commanders may use appropriated funds, if available, to purchase fitness memberships at local fitness facilities. (See par. 2-12.)

d. Physical-fitness testing for military personnel will be administered according to the applicable Service directives. A summary for the different Service-test requirements is in paragraphs 2-2 through 2-6.

**2-2. Army**

Army personnel must take the Army Physical Fitness Test (APFT) at least two times in each calendar year (CY). (See Field Manual (FM) 21-20 (Physical Fitness Training) and AR 350-41 (Training in Units) for further guidance.) AR 600-9 contains policies and procedures for the Army Weight Control Program.

**2-3. Navy**

Navy personnel must take the Navy physical readiness test (PRT) two times each fiscal year. (See the Chief of Naval Operations Instruction (OPNAVINST) 6110.1 (Physical Readiness Program) series for further guidance on PRT and weight-control program.)

**2-4. Air Force**

a. Air Force Instruction (AFI) 40-501 states that Air Force personnel must be assessed at least once per calendar year to ensure conformity with Air Force standards. It also states that units located greater than 30 miles from the host or main operating base may waive this requirement. This waiver must be reaccomplished annually.

(1) For MEPSs located at distances greater than 30 miles from the host or main operating base, the Cycle Ergometry test is waived. These MEPSs will submit a waiver letter annually to their host or main operating base where their member's MPF is located.

(2) MEPSs located within 30 miles from the host or main operating base are required to contact the Health and Wellness Center (HAWC) at their local Air Force facility and schedule fitness assessments for their Air Force personnel.

b. The Air Force Fitness Program includes push-ups and crunches in addition to the Cycle Ergometry Test. It is recommended that Air Force personnel not located within 30 miles of an Air Force facility be given a practical evaluation with the expanded assessment categories before 30 June 2001. Contact MHR-TR for guidelines for conducting these evaluations. This additional evaluation is to be used as an assessment tool only and may not be used for administrative actions against an individual.

c. Air Force personnel are required to participate in the yearly weigh-ins per AFI-40-502 (The Weight and Body Fat Management Program). The following guidelines are provided:

(1) Take height and weight measurements at the unit. If someone is under his or her maximum allowable weight, no further action is required. If someone is over the maximum weight, the individual must be measured by someone at a HAWC or by HAWC-trained medical personnel. If a body-fat measurement cannot be done locally, the individual may be required to go TDY to the closest HAWC. Obtaining the body-fat measurement should be done in the most economical way. However, according to AFI 40-502, weight and body-fat measurements must be done before 1000. Commanders must decide whether personnel can safely drive to their support base, arrive prior to 1000, get the body-fat measurement, and return within 12 hours.

**Note:** If it is more economical, commanders may send one or two medical personnel to the HAWC to be certified to use the Gulick tape measure. The certification is good for 1 year. Before deciding whom to send, keep in mind the person doing the measurements must be the same sex as the person being measured. The Gulick tape measure is the only authorized tape measure that can be used for body-fat measurements. The Gulick tape measure can normally be purchased from an establishment that sells fitness equipment. The Gulick tape costs approximately \$35 and may be purchased with local unit funds.

(2) For a routine annual weigh-in, commanders must post a weigh-in date at least 30 days in advance to allow personnel an opportunity to self-evaluate their physical fitness. Commanders are authorized to use a tailor's tape measure or fiberglass tape measure to give Air Force members an idea whether they are under their body fat percentage. No punitive action should be taken on someone measuring over body-fat using this method. AFI 40-502 specifies the procedures that will be used when someone is officially measured.

(3) Personnel requiring TDY funds to go to their support base must contact the USAF Personnel Manager, (847) 688-3680, x7173, to obtain a fund site. Personnel must call and get a fund cite for each individual TDY. Using a fund cite without prior authorization could result in the TDY being an out-of-pocket expense. The key to the entire process is for personnel to be certified by HAWC personnel to do tape measurements using the Gulick tape measure and they must have a medical Air Force Specialty Code/MOS/civilian equivalent. Use Air Force guard and reserve units if they have someone who fits the above description and is qualified. If the unit is located on a military facility other than Air Force, commanders may coordinate with the local military treatment facility (MTF) for a point of contact to administer the body-fat measurements. Although MTF personnel are medical personnel, they must be HAWC-qualified at an Air Force HAWC.

## **2-5. Marine Corps**

Marine Corps personnel must take the PFT two times each CY. (See Marine Corps Order (MCO) 6100.3J (Physical Fitness) for further guidance.) Marine Corps Order 6100.10B contains policies and procedures for the Marine Corps Weight Control Program.

## **2-6. Coast Guard**

The Coast Guard has no physical-fitness test requirement; however, commanders should encourage Coast Guard personnel to participate in a physical-fitness program and in another Service's physical-fitness test. Coast Guard personnel are required to participate in the yearly weigh-ins, see COMDTINST M1020.8C (Allowable Weight Standards for the Health and Well-Being of Coast Guard Military Personnel) for further guidance.

## **2-7. Physical-fitness testing**

**a. Recording individual physical-fitness testing.** Individual results of physical-fitness testing for military personnel will be recorded on the appropriate form identified below. Training coordinators will



maintain the following forms in the individual's training folder according to their respective Service requirements.

**(1) Army:** DA Form 705 (Army Physical Fitness Test Scorecard).

**(2) Navy:** Risk Assessment Questionnaire Sheet (access the questionnaire on the Physical Readiness Information Management System (PRIMS) under Services on the BUPERS home page <http://www.bupers.navy.mil> or go directly to <http://www.mwr.navy.mil/mwrprgms/physred.htm>.)

**(3) Air Force:** USMEPCOM Form 350-1-10-R-E (Muscular Fitness Assessment Score Sheet for USMEPCOM Air Force Members) -

**(4) Marine Corps:** USMEPCOM Form 350-1-9-R-E (Physical Fitness Test Scorecard for USMEPCOM Marine Corps Members).

**b. Special instructions for managing physical-fitness assessments (PFAs) for Navy personnel.**

(1) Command fitness leaders (CFLs) and Command Fitness Leader Training Course.

(a) The Commander, USMEPCOM, will appoint at least one CFL for HQ USMEPCOM and one for each sector headquarters. The appointed CFLs will attend the COMNAVPERSCOM-approved 5-day Command Fitness Leader Training Course within 6 months of appointment. CFLs will read OPNAVINST 6110.1F in its entirety before attending training.

(b) CFLs must meet the requirements set forth in OPNAVINST 6110.1F, enclosure (9).

(c) MEPS commanders will appoint one assistant CFL (any military grade) and send a copy of the duty appointment orders to the sector CFL. CFL training is not required for assistant CFLs.

(d) The local NRD will fund CFL training for Navy personnel. If other than Navy personnel are required to attend training, the CFL will contact MHR-TR for funding information.

(2) Health and Physical Readiness Software Application.

(a) CFLs will use the PRIMS application software to store personnel information and PFA results. CFLs are no longer required to maintain a paper record (i.e., "pink folder").

(b) CFLs will forward results of PFAs for all Navy members (using PRIMS software) to COMNAVPERSCOM (PERS-601) within 30 days of completion of testing.

(c) Upon transfer of member, CFLs will ensure completed NAVPERS 1070/613, Administrative Remarks page, member's Physical Readiness Program data (using PRIMS software), and other documents are forwarded to the member's next command. CFLs will retain copies for 6 months in the individual training files. (See par. 1-13d(2).)

(3) Conducting Navy PFA.

(a) CFLs must announce PFA 10 to 12 weeks before the test date and annotate the training on USMEPCOM Form 350-1-R-E (par. 1-13b). This is not required for individual retests and make-up tests. The MEPS will test assigned Navy personnel and, whenever possible, test as a unit.

(b) Ensure members who checked yes to any questions on the Physical Activity Risk Factor questionnaire have been seen by medical or have a confirmed appointment prior to the PFA date.

(c) CFLs will conduct official weigh-ins for all assigned Navy personnel no more than 10 days and no less than 48 hours before the scheduled PFA. Navy members will weigh in wearing appropriate physical training (PT) gear, without shoes. Navy personnel are allotted a 1-pound weight reduction. If a Navy member is weighed in other than PT gear, no reduction is given.

(d) CFLs will demonstrate event procedures for the sit-reach, push-ups, and curl-ups and explain event procedures for the 1.5-mile run and the 500-yard/450-meter swim (as necessary) prior to the official testing of those events.

**c. Remedial physical-fitness training for all Services.** Commanders will institute a remedial physical-fitness training program for personnel who fail to take the physical-fitness test for other than medical reasons or who fail to successfully complete the test or exceed weight or body-fat standards. Commanders will counsel individuals on their shortcomings and schedule recurring diagnostic tests during enrollment. Formal counseling and other appropriate personnel actions will be administered for personnel who fail to make satisfactory progress. Personnel will participate in remedial physical-fitness training until Service requirements are satisfied.

**d. Service directives for physical-fitness training.** Applicable Service directives prescribe policy for personnel unable to participate in physical-fitness training and testing for extended periods of time because of temporary waivers or medical profiles. Directives are as follows:

**(1) Army.** FM 21-20 (Physical Fitness Training) states that if a soldier is unable to participate in the original physical-fitness test and two mandatory make-up tests in succession because of temporary medical waivers or profiles, an informal board will investigate the situation according to AR 15-6 (Procedure for Investigating Officers and Boards of Officers).

**(2) Navy.** OPNAVINST 6110.1F (Physical Readiness Program) states that if a sailor fails to take the entire PRT for three consecutive test periods over a minimum of 16 months because of a medical waiver, the sailor's commander will determine, with appropriate medical consultation, the sailor's fitness for duty and may refer the issue to a medical board.

**(3) Air Force.** AFI 40-501 (Air Force Fitness Program) states that personnel who are unable to participate in physical-fitness testing for over 1 year because of temporary medical waivers or profiles will be referred to a medical evaluation board.

**(4) Marine Corps.** MCO 6100.3J (Physical Fitness) states that personnel who are repeatedly medically excused from physical-fitness test events will be referred to a medical officer to determine their medical qualifications for continued service.

**e. Recognizing exemplary performance.** Exemplary performance in physical-fitness testing or other athletic feats (for example, completing a marathon) will be recognized. USMEPCOM Form 350-1-1 may be used for USMEPCOM recognition. Commanders are authorized to sign USMEPCOM Form 350-1-1 for personnel assigned to their units; sector commanders are authorized to sign for MEPS commanders and sector personnel assigned to their sectors; and the Commander, USMEPCOM, may sign for personnel assigned to HQ USMEPCOM. Exemplary performance standards for USMEPCOM Form 350-1-1:

**(1) Army.** A minimum score of 270 points on the Army APFT.

**(2) Navy.** An overall outstanding classification on the Navy PRT.

**(3) Air Force, Coast Guard, and civilian employees.** A score of 270 on the Army APFT, 265 Marine Corps PFT, or an Outstanding on the Navy PRT.

**(4) Marine Corps.** A minimum score of 265 points on the Marine Corps PFT.

**f. Publishing individual athletic achievement.** Commanders may announce the USMEPCOM Certificate of Athletic Achievement in the USMEPCOM periodical, Messenger, by submitting the recipient's name, rank, organization, and athletic accomplishment to HQ USMEPCOM (Commander, HQ USMEPCOM, ATTN: MPA, 2834 Green Bay Road, North Chicago, IL 60063-3094).

## **2-8. Profiles**

a. Personnel with medical waivers or profiles will participate in physical-fitness training and testing to the level commensurate with their medical qualifications. During physical-fitness testing, each medical waiver and profile will be reviewed and participation in events (primary or alternate) decided for each individual according to their Service physical-fitness testing directive. The training officer will file a copy of the medical waiver or profile with the individual's physical-fitness test scorecard until the individual completes an entire test.

b. Military members who have been on a medical profile must complete the physical screening or examinations required by their Service before completing the physical-fitness test or participating in unit physical-fitness training.

c. Military members will participate in scheduled physical-fitness testing within their medical qualifications unless they are on leave, temporary duty, or any other authorized absence. Make-up tests will be conducted at the earliest possible date for personnel who were not able to complete the scheduled test.

## **2-9. Civilian Wellness Program**

a. USMEPCOM civilian employees enrolled in either or both the "Run/Walk for Your Life Program" or the "Fitness for Your Life Program" (pars. 2-10 and 2-11) are authorized a total of 78 hours of duty time during their employment to participate in these command-sponsored programs. The 78 hours may be taken in increments up to 1½ hours per session and for a total of no more than 3 hours per week.

b. Civilian employees may combine approved leave (annual and compensatory time) with their lunch period or may use flexitime to create a work schedule to accommodate a fitness session during the duty day. Civilian personnel may combine the excused exercise time with the authorized ½-hour lunch for a total of 2 hours absence from the workplace or may use up to 1½ hours of the excused absence with approved annual leave for a longer absence. A civilian employee may use up to 3 hours of duty time per week to participate in these programs. Supervisors are encouraged to allow maximum scheduling flexibility for these command-sponsored programs.

c. A civilian employee choosing to enroll in both wellness programs must divide the 78 hours of excused absence between the two programs. Employees must account for their excused absence for these wellness programs using USMEPCOM Form 350-1-8-R-E. Civilian employees who use the full 78 hours may continue in the wellness programs during their off-duty time.

d. Civilian personnel must have approval from their supervisors for an absence from the workplace during normal duty hours.

e. For further guidance on this program see USMEPCOM Reg 690-13, chapter 6.

**2-10. Run/Walk for Your Life Program**

a. The Run/Walk for Your Life Program is a voluntary program open to USMEPCOM personnel. It is a motivational tool to increase voluntary physical training. Commanders may use this program to increase unit morale, recognize participants, and encourage a healthy atmosphere in their organizations.

b. Personnel over 40 years of age must obtain a doctor's clearance before enrolling in the program.

c. Personnel will submit a completed USMEPCOM Form 350-1-3-R-E to their training coordinator for filing in their individual training folder before beginning the program.

d. Participants may use USMEPCOM Form 350-1-2-R-E to record their distance. Commanders may use alternate methods of recording accumulated mileage for example, a unit mileage board. A mileage board may show participants' names and an incremental chart showing accumulated mileage.

e. After accumulating the necessary mileage, participants may request an award of the USMEPCOM Form 350-1-1 from their training NCOs.

f. Sector, MEPS, and headquarters company commanders will complete and return USMEPCOM Form 350-1-1 for individuals who have accumulated 50; 100; 200; 300; 400; 500; 750; 1,000; 2,500; 5,000; 7,500; and 10,000 miles. Sector commanders may delegate authority for the preparation of these certificates to the MEPS level.

g. Commanders may announce the award in the Messenger by sending the recipient's name, rank, organization, and mileage to HQ USMEPCOM (Commander, HQ USMEPCOM, ATTN: MPA, 2834 Green Bay Road, North Chicago, IL 60064-3094).

**2-11. Fitness for Your Life Program**

a. The Fitness for Your Life Program offers an alternative fitness team-building incentive and physical-fitness challenge for USMEPCOM military and civilian personnel. The purpose of this program is to encourage personnel to conduct physical training and recognize those who do. The Fitness for Your Life Program does not include the running and walking of the Run/Walk for Your Life Program.

b. The following guidelines apply to the Fitness for Your Life Program:

(1) Military and civilian personnel are eligible to enroll in the Fitness for Your Life Program. This program is not a substitute for any other program. Civilian employees may participate in the Fitness for Your Life Program while following the policy of the Civilian Wellness Program. The Fitness for Your Life Program can be an on-or off-duty program for any military or civilian employee.

(2) Personnel over 40 years of age must obtain a doctor's clearance before enrolling.

(3) Individuals enrolling in the program must submit a completed USMEPCOM Form 350-1-7-R-E to the training coordinator for filing in their individual training folder before beginning the program.

(4) Participants will use the point system (par. c below) to calculate fitness points. Progress will be annotated on the USMEPCOM Form 350-1-8-R-E. When an achievement level has been accomplished, the participant may submit the USMEPCOM Form 350-1-8-R-E through their chain of command.

(5) Participants will be recognized for their physical-fitness initiative after accumulating any one of the following point goals: 100; 200; 300; 400; 500; 750; 1,000; 2,500; 5,000; 7,500; and 10,000 points. Participants will receive the award as they reach these point levels. Participants successfully achieving any of the point goals may be recognized in the Messenger.

c. The point system for the Fitness for Your Life Program is as follows:

(1) Every continuous 15-minutes activity is worth one point.

(2) Points will be recorded on USMEPCOM Form 350-1-8-R-E. Participants will record their own points.

d. Any activity (other than running and walking, which are part of the Run/Walk For Your Life Program) may be included in the Fitness For Your Life Program. Suggested activities include the following:

(1) Cycling

(2) Rowing

(3) Rope skipping

(4) Swimming

(5) Stair climbing

(6) Weight training

(7) Using slide machines

(8) Participating in aerobic exercises

## **2-12. In-house facility or fitness membership**

a. When a MEPS is on a military installation, MEPS personnel will use the existing installation physical-fitness facilities. HQ USMEPCOM, MFA, may approve locker rooms at a MEPS under certain circumstances.

b. When a MEPS is not on a military installation, MEPS personnel will have readily accessible in-house fitness facilities whenever possible. A MEPS may request an exception to this policy for memberships in a local fitness facility when in-house facilities are not available; no MEPS will have a combination of both. Exceptions to this policy will be submitted through the chain of command as follows:

(1) Justification for exceptions to policy will be limited to climate, safety, security, and operational issues only.

(2) USMEPCOM will not pay for civilian personnel to be included on an exception to policy for fitness memberships in local fitness facilities. If the facility will include the civilians at no cost to the Government, civilians are authorized to use the fitness membership.

(3) For an initial request, the MEPS will need three written estimates from local fitness facilities and a memorandum signed by the MEPS commander with justification for the fitness membership. Commanders should negotiate shared memberships at local fitness facilities. A sample request memorandum is in figure 2-1.

(4) HQ USMEPCOM, MHR-TR, will coordinate the request with HQ USMEPCOM staff and submit a cover brief to the Deputy Commander, USMEPCOM, for approval.

(5) MEPS commanders will submit fitness membership renewal charges in their MEPS annual operating budget to HQ USMEPCOM (Commander, HQ USMEPCOM, ATTN: MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094) for review and approval. Commanders will list the required dollar amounts on AG32 submission.

c. HQ USMEPCOM, MFA, will allocate and plan for fitness space in facility contracts and lease renewals and relocations. MEPS must not change the layout or function of a room at the MEPS facility without written approval from the MFA. Commanders will send requests to the Commander, HQ USMEPCOM, ATTN: MFA, 2834 Green Bay Road, North Chicago, IL 60093-3094.

## **2-13. Purchasing fitness equipment**

a. A MEPS must request funds to purchase fitness equipment for their in-house facility. The commander will—

(1) Submit a memorandum with justification for purchasing the fitness equipment. USMEPCOM equipment authorization documents (available from HQ USMEPCOM, MRM-LO) list authorized fitness equipment.

(2) Submit a scaled drawing of the exercise room to HQ USMEPCOM, MFA, providing room numbers, room size, and location of the currently on-hand and proposed equipment.

(3) Obtain at least three written estimates for the fitness equipment.

(4) Submit the documents ((1) through (3) above) through their sector to HQ USMEPCOM (Commander, HQ USMEPCOM, ATTN: MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094) for review and approval. HQ USMEPCOM, MHR-TR, will coordinate the request with HQ USMEPCOM staff and submit a decision paper to the Deputy Commander, USMEPCOM, for approval.

b. With Deputy Commander approval for the purchase, MHR-TR will—

(1) Notify the MEPS of the approval, subject to funding allocation.

(2) Identify the equipment on the Command's unfunded finance requirement (UFR) list. The fitness equipment UFR will be reviewed during the Program Budget Advisory Committee (PBAC) meeting and the PBAC will determine if it will be funded or held for a future PBAC.

(Use appropriate Letterhead)

(Office Symbol) (350-1d)

(Date)

MEMORANDUM FOR COMMANDER, HQ USMEPCOM, ATTN: MHR-TR, 2834 GREEN BAY  
ROAD, NORTH CHICAGO, IL 60064-3094

THROUGH: COMMANDER, (YOUR SECTOR)

SUBJECT: Request for Exception to Policy for Fitness Membership

Request an exception to policy for fitness memberships be given to (name of MEPS).

Extreme temperatures make it difficult to maintain a physical training program during winter months. The average temperatures for October through May are as follows:

Oct – 35 degrees  
Nov – 10 degrees  
Dec – 4 degrees  
Jan – (-5) degrees  
Feb – (-10) degrees  
Mar – 15 degrees  
Apr – 31 degrees

These are average temperatures with extended periods of below zero weather in the December through March timeframe and do not include the wind-chill factor. Additionally, average snowfall during this period is 50+ inches, making running on streets or sidewalks extremely hazardous.

(Name of MEPS) is currently 2,000 square feet below our authorized space requirement, making it impossible to designate an area within the MEPS for physical fitness. Additionally, there is no place to build a fitness room.

The MEPS can obtain four shared memberships at the local YMCA for an annual cost of \$1,334.40. These memberships can be used by MEPS personnel. The YMCA has an indoor track, swimming pool, and a variety of fitness equipment.

Point of contact for this request is 1SG O’Riley at (123) 445-6677.

SHERMAN H. POTTER  
MAJ, AG  
Commanding

## **Appendix A**

### **References**

#### ***Section I*** (The publication(s) needed to comply with this regulation.) ***Required Publication(s)***

##### **AFI 40-501**

The Air Force Fitness Program. Cited in paragraph 2-4a.

##### **AFI 40-502**

The Weight and Body Fat Management Program. Cited in paragraph 2-4c.

##### **AR 350-41**

Training in Units. Cited in paragraph 2-2.

##### **AR 600-8-104**

Military Personnel Information Management/Records. Cited in paragraph 1-13d.

##### **AR 600-9**

The Army Weight Control Program. Cited in paragraph 2-2.

##### **AR 690-400**

Total Army Performance Evaluation System. Cited in paragraph 1-5k.

##### **COMDTINST M1020.8C**

Allowable Weight Standards for the Health and Well-Being of Coast Guard Military Personnel. Cited in paragraph 2-6.

##### **DA PAM 350-59**

Army Correspondence Course Program Catalog. Cited in paragraph C-1e.

##### **MCO 6100.3J**

Physical Fitness. Cited in paragraph 2-5.

##### **MCO 6100.10B**

Weight Control and Military Appearance. Cited in paragraph 2-5.

##### **OPNAVINST 6110.1F**

Physical Readiness Program. Cited in paragraph 2-7b(1)(a).

#### ***Section II*** (The following publication(s) are a source of additional information. Users may read it (them) ***Related Publication(s)*** to better understand the subject, but do not have to read it (them) to comply with this regulation.)

##### **AFI 36-2301**

Professional Military Education

##### **AFI 36-2605**

Air Force Military Personnel Testing System

##### **AFI 36-2201**

Developing, Managing, and Conducting Training



**AR 15-6**

Procedures for Investigating Officers and Boards of Officers

**AR 351-1**

Individual Military Education and Training

**AR 601-270**

Military Entrance Processing Stations (MEPS)

**DA Pam 351-4**

U.S. Army Formal Schools Catalog

**OPNAVINST 5351.2**

Enlisted Navy Leader Development (NAVLEAD)

**USMEPCOM Reg 690-13**

Civilian Personnel Management Program.

**Section III** (Publication(s) prescribed by this regulation. Users must use the publication(s) to comply  
**Prescribed Publication(s)** with this regulation.)

**USMEPCOM Handbook 350-1-1**

Mission Essential Qualification Standards-Medical. Cited in paragraph 1-7a(1).

**USMEPCOM Handbook 350-1-2**

Mission Essential Qualification Standards-MIRS. Cited in paragraph 1-7a(2).

**USMEPCOM Handbook 350-1-3**

Mission Essential Qualification Standards-Operations. Cited in paragraph 1-7a(3).

**USMEPCOM Handbook 350-1-4**

Mission Essential Qualification Standards-Testing. Cited in paragraph 1-7a(4).

**USMEPCOM Handbook 350-1-5**

Mission Essential Qualification Standards-Support. Cited in paragraph 1-7a(5).

**Section IV** (Form(s) required by this regulation. Users must use the form(s) to comply with this  
**Required Form(s)** regulation.)

**DA Form 11-2-R**

Management Control Evaluation Certification Statement. Cited in paragraph 1-13d(1)c.

**DA Form 705**

Army Physical Fitness Test Scorecard. Cited in paragraph 2-7a(1).

**DA Form 5500-R**

Body Fat Content Worksheet (Male). Cited in paragraph 1-9.

**DA Form 5501-R**

Body Fat Content Worksheet (Female). Cited in paragraph 1-9.

**DD Form 1351-2**

Travel Voucher or Subvoucher. Cited in paragraph 1-10g(4).

**DD Form 1610**

Request and Authorization for TDY Travel of DOD Personnel. Cited in paragraph 1-10g(1).

**Section V**

(Form(s) prescribed by this regulation. Users must use the form(s) to comply with this

**Prescribed Form(s)**

regulation.)

**USMEPCOM Form 350-1-R-E**

Unit Training Schedule. Cited in paragraph 1-13a.

**USMEPCOM Form 350-1-1**

Certificate of Athletic Achievement. Cited in paragraph 2-7e.

**USMEPCOM Form 350-1-2-R-E**

Run/Walk for Your Life Program - Progress Schedule. Cited in paragraphs 1-13d(2)(d).

**USMEPCOM Form 350-1-3-R-E**

Run/Walk for Your Life Program - Entry Request. Cited in paragraphs 1-13d(2)(d).

**USMEPCOM Form 350-1-4-R-E**

Record of Individual Training. Cited in paragraphs 1-13c.

**USMEPCOM Form 350-1-5-R-E**

Annual Training Plan. Cited in paragraph 1-13b.

**USMEPCOM Form 350-1-6**

Certificate of Training. Cited in paragraph 1-5f(7).

**USMEPCOM Form 350-1-7-R-E**

Fitness for Your Life Program - Entry Request. Cited in paragraphs 1-13d(2)(d).

**USMEPCOM Form 350-1-8-R-E**

Fitness for Your Life Program - Progress Schedule. Cited in paragraphs 1-13d(2)(d).

**USMEPCOM Form 350-1-9-R-E**

Physical Fitness Test Scorecard for USMEPCOM Marine Corps Members. Cited in paragraph 2-7a(4).

**USMEPCOM Form 350-1-10-R-E**

Muscular Fitness Assessment Score Sheet for USMEPCOM Air Force Members. Cited in paragraph 2-7a(3).

**Section VI**

(The file number(s) this regulation prescribes the user to file specific documents under.)

**Prescribed File Number(s)**

**350-1d**

Training operations. Cited in paragraph 1-13b(2).

**350-41b**

Individual training files. Cited in paragraph 1-13d(2).

**Appendix B****Training Conferences, Workshops, and Courses (Command-Sponsored Training)****B-1. National Training Workshop (NTW)**

A training workshop for military entrance processing station (MEPS) commanders and senior enlisted advisors. The primary purpose for the workshop is to provide information and to continue training and professional development. Proponent: HQ USMEPCOM, Human Resources Directorate.

**B-2. New Commanders Course**

A course to train new MEPS commanders after assuming command. The course will orient new MEPS commanders to their assignment. Proponent: sector headquarters.

**B-3. Senior Enlisted Advisors Orientation (SEAO)**

A course that provides standardized training on the duties and responsibilities of the senior enlisted advisor/station NCOIC. Proponent: HQ USMEPCOM, Human Resources Directorate/Command Sergeant Major.

**B-4. National Operations Officer Workshop**

A workshop for sector and MEPS operations officers. The training will update operations officers on policy or procedure changes associated with applicant processing. Proponent: HQ USMEPCOM, Operations Directorate.

**B-5. Operations Group Leaders Course**

A course for sector and MEPS operations officers. The primary purpose for the course is to orient new personnel to applicant processing. Proponent: HQ USMEPCOM, Operations Directorate.

**B-6. Education Services Specialist (ESS) Workshop**

A workshop that provides policy changes and testing technique reviews to Education Services Specialists. Proponent: HQ USMEPCOM, Operations Directorate.

**B-7. New Education Services Specialist (ESS) Training Course**

A course that provides basic, standardized training in marketing and testing. Proponent: HQ USMEPCOM, Operations Directorate.

**B-8. New Test-Control Officer (TCO)/Assistant TCO Course**

A course that provides standardized training in the administration of the testing section at the MEPS. Proponent: HQ USMEPCOM, Operations Directorate.

**B-9. Chief Medical Officer/Noncommissioned Officer in Charge (CMO/NCOIC) Conference**

A training session that reviews the medical aspects of military entrance processing for sector surgeons and CMOs/NCOICs. Proponent: HQ USMEPCOM, Medical Directorate.

**B-10. New Medical NCOIC Course**

A training session for new medical NCOICs that provides an orient to medical processing at a MEPS. Proponent: HQ USMEPCOM, Medical Directorate.

**B-11. Budget Technician Workshop**

A workshop to update support group supervisors on policies affecting financial and logistical management changes. Proponent: HQ USMEPCOM, Resource Management Directorate.

**B-12. Supply Technicians Workshop**

A workshop to update supply technicians on policies affecting supply changes. Proponent: HQ USMEPCOM, Resource Management Directorate.

**B-13. Labor Relations Seminar**

A training seminar for personnel designated as points of contact for union matters. Purpose is to provide necessary management training for supervisors in unionized activities. Training available through the servicing CPO or HQ USMEPCOM, MCP. Proponent: HQ USMEPCOM, Civilian Personnel Office.

**B-14. Unique Supervisory Course**

A course that teaches civil service laws, rules, and regulations required to supervise civilian employees. Emphasis is placed on relating these rules to situations that occur in USMEPCOM. This course is available to civilian and military personnel with little or no previous experience in supervising civilians. The course is normally offered 2 or 3 times a year. Proponent: HQ USMEPCOM, Civilian Personnel Office.

**B-15. Computer Specialist Workshop**

A course to provide hands-on personal computer training and to discuss systems and software changes relevant to the USMEPCOM mission. Proponent: HQ USMEPCOM, Information Management Directorate.

## **Appendix C**

### **Professional Development Guide (All Services)**

#### ***Section I***

##### ***U.S. Army***

#### **C-1. References**

- a. AR 350-41 (Training in Units).
- b. AR 351-1 (Individual Military Education and Training).
- c. AR 600-9 (The Weight Control Program).
- d. DA Pam 351-4 (Army Formal Schools Catalog).
- e. DA Pam 350-59 (Army Correspondence Course Program Catalog).

#### **C-2. Professional Military Education (PME) Program courses**

The PME program courses available for Army personnel in the following military ranks or grades:

**a. E-7/8: First Sergeants Course.** Army personnel assigned to USMEPCOM will normally attend this course en route to the Command before taking the senior enlisted advisor position. This is not a mandatory school for promotion.

**b. E-6/7: Advanced Noncommissioned Officer Course (ANCOC).** Mandatory for promotion to grade E-7 (sergeant first class). This course is DA selected.

**c. E-5: Basic Noncommissioned Officer Course (BNCOC).** Mandatory for promotion to grade E-6 (staff sergeant). This course is DA selected.

**d. E-4: Primary Leadership Development Course (PLDC).** Mandatory for promotion to grade E-5 (sergeant). Quotas for this are managed by MHR-TR.

#### ***Section II***

##### ***U.S. Navy***

#### **C-3. References**

- a. BUPERSINST 1430.16 (Enlisted Advancement Manual).
- b. NAVEDTRA 10500 (Navy Formal Schools Catalog (CANTRAC)).
- c. NAVEDTRA 12061 (Series), no title given. A list of training manuals and nonresident training courses.
- d. OPNAVINST 5351.2 (Enlisted Navy Leader Development (NAVLEAD)).

#### **C-4. PME program courses**

The PME program courses available for Navy personnel in the following military ranks or grades:

**a. E-5, E-6, and E-7: Leadership Training Continuum (LTC).** Mandatory for advancement to grades E-5, E-6, and E-7 (Petty Officer Second Class, Petty Officer First Class, and Chief Petty Officer). The course is managed by the military entrance processing station (MEPS) local Naval Recruiting District (NRD). Sailors should attend school within 6 months of being promoted.

**b. E-3 and E-6: Petty Officer Third Class/Chief Petty Officer Indoctrination Course.** Mandatory for sailors selected for grades E-4 and E-7. This course must be completed before the sailor is promoted or frocked.

### ***Section III***

#### ***U.S. Air Force***

#### **C-5. References**

- a. AFMAN 36-2108 (Enlisted Classification).
- b. AFI 36-2110 (Assignments).
- c. AFI 36-2201 (Developing, Managing, and Conducting Training).
- d. AFPAM 36-2241, Volume 1 (Promotion Fitness Examination Study Guide)  
(**Note:** Issue restricted to Base Weighted Airman Promotion System (WAPS)).
- e. AFPAM 36-2241, Volume 2 (USAF Supervisory Examination Study Guide).  
(**Note:** Issue restricted to Base WAPS).
- f. AFI 36-2301 (Professional Military Education).
- g. AFI 36-2502 (Airmen Promotion Program).
- h. AFI 36-2605 (Air Force Military Personnel Testing System).
- i. Air Force Index 8 (AFIND8) (Numerical Index of Specialized Education/Training Publications).

#### **C-6. PME program courses**

The PME program courses available for Air Force personnel in the following military ranks or grades:

**a. E-5: Airman Leadership School (ALS).** Mandatory for promotion to grade E-5. Quotas allocated through the 11th Wing, Air Force Element.

**b. E-7: Noncommissioned Officer Academy (NCOA).** Mandatory for promotion to grade E-7. Quotas allocated through the 11th Wing, Air Force Element.

**c. E-8: Senior Noncommissioned Officer Academy (SNCOA).** In-residence, mandatory for promotion to grade E-8. Correspondence course is highly recommended for senior rater endorsement and promotion to next grade. Quotas established by Headquarters, Air Force Personnel Center, on E-8 promotion release.

**d. Captains: Squadron Officer School (SOS).** Recommended for captains.

**Section IV**  
**U.S. Marine Corps**

**C-7. References**

- a. MCO P1200.7V Part 2 (Military Occupational Specialties Manual).
- b. MCO P1400.31B (Marine Corps Promotional Manual, Volume 1, Officer Promotions).
- c. MCO P1400.32C (Marine Corps Promotional Manual, Volume 2, Enlisted Promotions).
- d. MCO P1553.4A (Professional Military Education System for Noncommissioned and Staff Noncommissioned Officers).
- e. All-Marine (ALMAR) yearly message (subject: Professional Reading Program).

**C-8. PME program courses**

The PME program courses available for Marine Corps personnel in the following military ranks or grades:

- a. **E-5/sergeant.** Must complete the Marine Corps NCO (MCI course 03.3K or subsequent courses in the series) or NCO basic nonresident program (MCI program 7000) or SGTs nonresident program (MCI program 8000) to be fully qualified for promotion.
- b. **E-6/staff sergeant.** Must complete the Staff Noncommissioned Officer (SNCO) Career Nonresident Program (MCI program 7100) to be fully qualified for promotion.
- c. **E-7/gunnery sergeant.** Must complete the SNCO Career Nonresident Program (MCI program 7100) or SNCO Career Resident Course, the SNCO Advanced Nonresident Program (MCI program 7200) or the SNCO Advanced Resident Course and Warfighting Skills Program (MCI program 7400) to be fully qualified for promotion. Quotas for the resident course must be coordinated through the local I-I staff.
- d. **First lieutenant.** Officers in the rank of first lieutenants with less than 3 years of commissioned service will enroll in the Warfighting Skills Program (WAFSKIP).
- e. **Captain.** Captains with less than 4 years in grade will enroll in the Amphibious Warfare School Nonresident Program.
- f. **Major.** Majors with less than 3 years in grade will enroll in the Command and Staff College Nonresident Program from MCI.
- g. **All ranks: Reading Program.** Marine Corps members must participate in the Marine Corps Reading Program that assigns specific requirements by military grade. Headquarters, Marine Corps, announces the reading requirements annually by message. The current reading list is available from the unit I-I staff.

***Section V***  
***U.S. Coast Guard***

**C-9. References**

- a. COMDTINST M1500.10B (Training and Education Manual).
- b. COMDTINST M1000.6A (Personnel Manual).
- c. COMDTINST M1414.8B (Enlisted Qualification Manual).

**C-10. PME program courses**

Coast Guard personnel do not have a PME program. Coast Guard personnel will not complete required training while assigned to USMEPCOM.



## Appendix D

### Definition of Mission Essential Qualification Standards (MEQS)

#### D-1. Mission essential qualification standards (MEQS) handbooks.

MEQS handbooks are part of the military entrance processing station (MEPS) training program. MEQS handbooks provides instruction in the minimum performance standards for a specific work area in a MEPS section. MEQS handbooks provide a method for qualifying personnel in assigned duties. Each handbook includes the following:

- a. Table of contents.
- b. Basic Knowledge (1 series).
- c. Job Knowledge (2 series).
- d. Task Certification (3 series).
- e. Progress Summary Sheet.
- f. Certification Sheet.

**D-2.** Supervisors will address MEQS goals and progress during quarterly performance counseling (basic reg, par. 1-5i(3)) to reinforce guidance and ensure satisfactory progress. Additional progress reviews are required between quarterly counseling sessions to maintain proper documentation and assess future training needs. The Progress Summary Sheet and Certification Sheet will be maintained in the individual personnel training folder. (File under file number 350-41b. Disposition: Upon transfer or separation, forward documents specified by AR 600-8-104 with the Military Personnel Records Jacket (MPRJ) and destroy the remaining documents.)

**D-3. Task identifier number.** A task identifier number identifies the MEPS section, the category series number, the primary task and title, and subtask number and title in the MEQS handbooks. An explanation of task-identifier-number digit positions is as follows:

**a. First digit (MEPS section).** The first digit identifies the MEPS section responsible for the task as shown in the following list:

#### First Digit = MEPS Section

1xxx	Medical
2xxx	MIRS
3xxx	Operations
4xxx	Testing
5xxx	Support

**b. Second digit (Category).** The second digit identifies the category of training or testing as shown in the following list:

#### Second Digit = Category

x1xx	Basic Knowledge
x2xx	Job Knowledge
x3xx	Task Certification

**c. Primary task.**

**(1) Basic Knowledge (1 series).** This category contains the basic information a trainee is required to know. The references listed above the components paragraphs in this category will help the trainee in self-study, as shown in the following example:

**2101 USMEPCOM Mission**

References:

a. AR 601-270

b. USMEPCOM Reg 10-1

(1) Define the mission of USMEPCOM and your MEPS.

(2) Where is HQ USMEPCOM located?

**(2) Job Knowledge (2 series).** This category contains information on the various functional areas in the MEPS, as shown in the following example:

**2201.2 Components**

For each component listed below:

- a. What is the purpose?
- b. What is the MEPS required action?
- c. What is the recruiting command responsibility?
- d. What is the MEPS responsibility?

	a	b	c	d
2-1. USMEPCOM Form 714A-E blocks 1 through 21.	X	X	X	X
2-2. ARADS generated USMEPCOM Form 714A-E, blocks 1 through 21.	X	X	_	X
2-3. Thumb printed USMEPCOM Form 714A-E.	X	X	X	X
2-4. No ID, USMEPCOM Form 714A-E.	X	X	_	_

**(3) Certification (3 series).** This category contains the tasks required to ensure certification in the various functional areas, as shown in the following example:

**2301.1 Demonstration**

Check each subtask as completed and initial and date when the entire task is completed.

- 1-1. Power-up the MIRS. \_\_\_\_\_
- 1-2. Power-down the MIRS. \_\_\_\_\_
- 1-3. Reboot the MIRS. \_\_\_\_\_

1-4. Log in the MIRS for data entry.

\_\_\_\_\_

1-5. Logout of the MIRS.

\_\_\_\_\_

1-6. Perform a quality control check on a USMEPCOM Form 714A-E.

\_\_\_\_\_

1-7. Perform a quality control check on a DD Form 1966/1.

\_\_\_\_\_

Task 2301 completed:

\_\_\_\_\_

Initials

\_\_\_\_\_

Date

**d. Third and fourth digits.** The third and fourth digits will show the primary task number. There may be more than one primary task. The first primary task will be numbered "01" and numbered consecutively thereafter. The primary tasks also give the title. The number of primary tasks will not exceed the number "99" (for example, 2299) as shown in the example below.

#### **Third and Fourth Digits/Primary Task**

xx01/(Primary task title)

**e. Fifth and sixth digits.** The fifth and sixth digits following a decimal point are required only when the primary task has a subtask as shown in the example below. A subtask is an extension of a primary task.

#### **Fifth and Sixth Digits/Subtask**

xxxx.10 (Subtask title)

**D-4. Components paragraphs.** These are the paragraphs under the task identifier number that explain what the trainee needs to know or demonstrate.

**Appendix E****Management Control Evaluation Checklist - Training Management and Administration****E-1. Function**

The function covered by this checklist is training management and administration.

**E-2. Purpose**

The purpose of this checklist is to assist commanders and senior enlisted advisors evaluate the key management controls listed below. It is not intended to cover all controls.

**E-3. Instructions**

Answers must be based on actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least every 5 years. Commanders will certify that this evaluation has been conducted on DA Form 11-2-R (Management Control Evaluation Certification Statement).

**E-4. Test questions**

- a. Has the commander published an annual training plan? (USMEPCOM Reg 350-1, par. 1-13b)

YES NO REMARKS: \_\_\_\_\_

- b. Does the commander publish quarterly training schedules? (USMEPCOM Reg 350-1, par. 1-13b(1))

YES NO REMARKS: \_\_\_\_\_

- c. Does the senior enlisted advisor/training coordinator maintain an up-to-date list of servicing organizations points of contact and telephone numbers? (USMEPCOM Reg 350-1, par. 1-5h(8))

YES NO REMARKS: \_\_\_\_\_

- d. Is supervised, documented, on-the-job training conducted according to USMEPCOM mission essential qualification standards (MEQS) handbooks 350-1-1 through 350-1-5? (USMEPCOM Reg 350-1, pars. 1-5i(2) and 1-7a)

YES NO REMARKS: \_\_\_\_\_

- e. Are supervisors of three or more civilian personnel attending supervisory training? (USMEPCOM Reg 350-1, par. 1-7h)

YES NO REMARKS: \_\_\_\_\_

f. Is on-going training conducted and documented at the military entrance processing station (MEPS)? (USMEPCOM Reg 350-1, par. 1-7b)

YES NO REMARKS: \_\_\_\_\_

g. Have military personnel been screened for completion of or enrollment in required professional military education (PME) program courses and nonresident programs? (USMEPCOM Reg 350-1, par. 1-8)

YES NO REMARKS: \_\_\_\_\_

h. Are requests submitted to the MEPS commander or appropriate sector headquarters for completion of USMEPCOM Form 350-1-1 for military members who completed the physical-fitness test in an exemplary manner? (USMEPCOM Reg 350-1, par. 2-7e))

YES NO REMARKS: \_\_\_\_\_

i. Has a retraining physical-fitness training program been implemented for personnel who fail to successfully complete the physical-fitness training or who fail to meet their Service weight standards according to Service directives? (USMEPCOM Reg 350-1, par. 2-7c)

YES NO REMARKS: \_\_\_\_\_

j. Is the training coordinator maintaining the appropriate physical-fitness training scorecard for each military member according to the specific Service directives? (USMEPCOM Reg 350-1, par. 2-7a)

YES NO REMARKS: \_\_\_\_\_

k. Is the monthly PME program report submitted to sector? (USMEPCOM Reg 350-1, par. 1-5h(7))

YES NO REMARKS: \_\_\_\_\_

l. Do unit and individual training folders contain required documents? (USMEPCOM Reg 350-1, par. 1-13d)

YES NO REMARKS: \_\_\_\_\_

#### **E-5. Supersession**

None

#### **E-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to HQ USMEPCOM, ATTN: MHR-TR, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

**E-7. Use of DA Form 11-2-R**

DA Form 11-2-R (fig. E-1) is designed to document any management control evaluation at the MEPS. The assessment unit is the MEPS section or topic reviewed (for example, processing, medical, pre-enlistment interview, drug and alcohol testing, Human Immunodeficiency Virus, temporary duty). The methodology used to conduct the evaluation(s) could be the management control evaluation checklist(s) or other method used to review the area listed in block 3. Block 6a lists the individual who completed the evaluation and when it was conducted. The completion of block 7, Remarks, is self explanatory. The certification is made by the person in charge of the area evaluated.

<b>M A N A G E M E N T C O N T R O L E V A L U A T I O N C E R T I F I C A T I O N S T A T E M E N T</b>		1. REGULATION NUMBER U S M E P C O M R e g x x x - x x
For use of this form, see AR 11-2; the proponent agency is ASA (FM).		2. DATE OF REGULATION dd/mm/yy
3. ASSESSABLE UNIT Name the area being evaluated		
4. FUNCTION Name the function being evaluated		
5. METHOD OF EVALUATION (Check one)		
<input checked="" type="checkbox"/>	a. CHECKLIST Checklist title (if used)	b. ALTERNATIVE METHOD (Indicate method)
APPENDIX (Enter appropriate letter)		
6. EVALUATION CONDUCTED BY		
a. NAME (Last, First, M I) Name, rank, title of person(s) performing the evaluation		b. DATE OF EVALUATION
7. REMARKS (Continue on reverse or use additional sheets of plain paper)		
1. Certify all evaluations using DA Form 11-2-R (Management Control Evaluation Certification Statement)		
2. Commanders and managers will evaluate all tasks, as applicable, in their area of responsibility		
3. Choose the method of review : . Management Control Evaluation Checklist . existing or other review process (e.g., command inspection program, Internal Review audit, IG inspection)		
4. A management control evaluation must: . be detailed, systematic, and comprehensive . determine whether key management controls are in place, being used as intended, and are effective in achieving their purpose . be based on actual testing of the management controls, using one of several approaches: direct observation, file/document analysis, sampling or simulation		
5. All evaluations must be supported by documentation that clearly indicates: . who documented the evaluation . when the evaluation was conducted - the date . what methods were used to test key management controls . what management control material weaknesses (MW) (if any) were detected and . what corrective actions were taken		
6. Reporting organizations (HQ, directorates, special staff, sectors, MEPS) will maintain copies of their annual statements, along with complete supporting documentation		
7. Organizations tracking MWs must maintain documentation on: . status of corrective action(s) . effectiveness of corrective action(s) . validation of corrective action(s)		
8. Retention of documentation will be IAW with requirements in USMEPCOM Reg 11-4, Management Control		
8. CERTIFICATION		
I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (if any) are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. ASSESSABLE UNIT MANAGER		b. DATE CERTIFIED  dd/mm/yy
(1) Typed Name and Title		
(2) Signature		

DA FORM 11-2-R, JUL 94

EDITION OF JAN 94 IS OBSOLETE

USAPPC V2.00

Figure E-1. Sample of a completed DA Form 11-2-R

## **Glossary**

### ***Section I*** ***Abbreviations***

**AAR**

after-action report

**AFI**

Air Force instruction

**AFMAN**

Air Force manual

**AFPAM**

Air Force pamphlet

**ALS**

Airman Leadership School

**ANCOC**

Advanced Noncommissioned Officer Course

**APFT**

Army Physical Fitness Test

**AR**

Army regulation

**ASVAB**

Armed Services Vocational Aptitude Battery

**BNCOC**

Basic Noncommissioned Officer Course

**BT**

budget technician

**CAS3**

Combined Arms and Services Staff School

**CATASVAB**

Computerized Adaptive Testing-Armed Forces Vocational Aptitude Battery

**CFL**

command fitness leader

**CIP**

Commander's Inspection Program

**COMDTINST**

Commandant of the Coast Guard Instruction



**CMO**

chief medical officer

**CPA**

civilian personnel activity

**CPO**

civilian personnel office, chief petty officer

**CY**

calendar year

**DA**

Department of the Army

**DD**

Department of Defense

**DL**

distance learning

**DOD**

Department of Defense

**EEO**

equal employment opportunity

**FM**

field manual

**GySgt**

gunnery sergeant

**HAWC**

Health and Wellness Center

**HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

**I-I staff**

inspector/instructor staff

**IMC**

interim message change

**JRCC**

Joint Recruitment Commanders Conference

**LTC**

Leadership Training Continuum

**MCI**

Marine Corps Institute

**MCO**

Marine Corps Order

**MEPNET**

United States Military Entrance Processing Command Intranet

**MEPS**

Military entrance processing station

**MEQS**

mission essential qualification standards

**MOS**

military occupational specialty

**MPF**

Military Personnel Flight

**MTF**

military treatment facility

**NAVEDTRA**

Navy Education and Training

**NCO**

noncommissioned officer

**NCOA**

Noncommissioned Officer Academy

**NCOIC**

noncommissioned officer in charge

**NRD**

Naval Recruiting District

**OPNAVINST**

Chief Naval Operations Instructions

**PBAC**

Program and Budget Advisory Committee

**PCS**

permanent change of station

**PFA**

physical fitness assessment

**PFE**

promotion fitness examination

**PFT**

physical-fitness test

**PLDC**

Primary Leadership Development Course

**PME**

professional military education

**POSH**

prevention of sexual harassment

**PO2**

petty officer second class

**PRT**

physical readiness test

**PT**

physical training

**SAV**

staff assistance visit

**SEAO**

Senior Enlisted Advisors Orientation

**SGT, Sgt**

sergeant

**SNCO**

senior noncommissioned officer (Army and Air Force), staff noncommissioned officer (Marine Corps)

**SNCOA**

Senior Noncommissioned Officer Academy (Army and Air Force), Staff Noncommissioned Officer Academy (Marine Corps)

**SNCOAC**

Staff Noncommissioned Officer Advanced Course

**SOS**

Squadron Officer School

**SSG**

staff sergeant

**TDY**

temporary duty

**USMEPCOM**

United States Military Entrance Processing Command

**WAFSKIP**

War Fighting Skills Program

**WAPS**

Weighted Airman Promotion System

**1SG**

first sergeant

***Section II***

***Terms***

**crosswalk**

Training for newly assigned personnel in one-deep positions who will not have training from the incumbent before taking over the new position. Crosswalk training is conducted between military entrance processing stations (MEPSs) within the same MEPS cluster if possible. Crosswalk training will usually be temporary duty (TDY) and no longer than 2 days and one overnight. For medical personnel, the MEPS command surgeon may authorize 3 days and 2 overnights of TDY for crosswalk training.

**distance learning**

Distance learning (DL) is the delivery of standardized training to military and civilian personnel and to units when and where it is needed. DL training is through the application of multi-media technology.